

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Skyline Region
 Period: 07/27/03 - 08/30/03

Activity Report				
Task	Hours This Period	Total Hours	% Complete	Comments
Active Tasks				
PSAP STRATEGIC PLANNING	11.00			
1. Reviewed and revised each PSAP's project plan on periodic basis. Continued to monitor Phase I pending issues moving toward Phase II project tasks.	6.00			Revised plans to reflect current status, accomplishments, and problems. Determine items to finalize Phase I for PSAPs. Begin and implement Phase II plans. Entire region.
2. Planning meeting with LRK staff, directors/coordinators, and follow up of such. Meeting	5.00			
PSAP ASSESSMENTS	6.50			
1. Continued with pending Phase I assessment issues regarding CPE.	6.50			Worked on the continuing issue concerning the Motorola Centralink product. Trying to resolve the issue. Worked with vendor to get additional information for PSAP and WSB. Reviewed information with PSAP. Followed up on issue with PSAP, WSB, other LRK staff. City of Waynesboro. Review issues with PSAP re CML upgrade and data stream. Nelson County
FUNDING REQUEST/TRUE UP ASSISTANCE	35.50			
1. Assisted PSAPs with preparation of FY03 True Ups.	35.50			On site visits and follow up calls with PSAPs to review true up forms and begin gathering documentation. Reviewed guidelines and items to be included. Assisted with determining method to do subsequent year's requests and true ups. Augusta County, Nelson County, Rockbridge County, City of Staunton, City of Waynesboro.

LEC/WSP LIAISON	34.25			
1. Researched status of LECs, trunk orders, equipment issues, and WSPs. Assisted with coordination of efforts. Followed up on all pending issues and concerns.				Meetings, calls, and/or e-mails with LEC, PSAPs, and WSPs. Reviewed particulars with PMs in other regions to identify common issues. Individual and entire region. Followed up with call routing sheet questions and WSP routing issues. City of Staunton. Followed up on status of wireless trunk installation and testing with carriers. Augusta County, Nelson County, City of Staunton, and City of Waynesboro. Kept abreast of rehome issue. Participated on conference call to follow up on Phase II deployments with carriers. Drafted Phase II request letters for PSAP to Nextel Partners Inc. Harrisonburg/Rockingham.
	34.25			
INSTALLATION OVERSIGHT	0.00			
CUT-OVER ASSISTANCE	0.00			

SYSTEM IMPLEMENTATION		0.00			
MAPPING/GIS ASSISTANCE		16.00			
1. Research CAD capability.		2.00			Reviewed information with PSAP. Contact vendor for particulars. Augusta County.
2. Worked with PSAPs identifying needs of cell tower layers. Reviewed and identified potential problems and resolutions. Assisted with display product layer.		14.00			Researched coverage maps. Assisted with cell tower coverage layer information. Built template for layer with use in display product. Assisted with changes to coverage layer information provided to PSAP. Augusta County, Rockbridge County, City of Staunton.
PROJECT REPORTING		9.75			
1. Prepared report outlining pertinent information for each PSAP for monthly report. Submitted for review.					Collected information and prepared monthly report for WSB. Review particular items with supervisory staff. Update database to reflect current information. Entire region.
TRAINING		0.00			
ACCEPTANCE TESTING		46.50			
1. Coordinated testing efforts with PSAPs and carriers		8.50			Coordinated Nextel Partners and T-Mobile testing. Nelson County. Coordinated Triton PCS testing. Augusta County.
2. Facilitated and/or assisted with carrier.		38.00			Facilitated/assisted with Phase I testing with T-Mobile and Nextel Partners Inc. Assisted with Phase I testing. Nelson County. Facilitated Phase II testing with Triton PCS, Sprint PCS, and nTelos. Facilitated CAS to NCAS Phase I conversion with nTelos. Harrisonburg/Rockingham.
TOTAL HOURS		159.50			
Completed Tasks					

Issues of Importance / Accomplishments	
Phase I deployment for Nelson County.	
Phase I testing scheduled for Augusta County.	
Phase II testing for Harrisonburg/Rockingham.	

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